

DIARY NOTES

DD/S *JKL*

15 December 1961

- 25X1A9a 1. Shef Edwards saw Mr. McCone today to talk about the function of Cecil [REDACTED] staff, and Mr. McCone has decided to have a Security Officer on duty twenty-four hours a day. Shef will prepare a formal set of instructions to the Staff pursuant to my request.
- 25X1A9a 2. I talked with [REDACTED] about operating the Executive Dining Room and asked him to get together with [REDACTED] as soon as possible next week to give this matter further consideration. *H*
- 25X1A9a 3. [REDACTED] told me that Mr. McCone felt that the switchboard operators had not been as aggressive as they might have been in chasing down some of the individuals he was trying to call long distance. While I feel that the Director's secretary, or whoever places the call for him, should bear the brunt of this criticism, I, nevertheless, called Miss [REDACTED] the Chief Operator, and asked her to have her operators be more aggressive in the future.
- 25X1A9a 4. I agreed to an extension of sixty days for [REDACTED] retirement schedule.
- 25X1A9a 5. [REDACTED] and I saw Mr. McCone for a few minutes about matters pertaining to the new building:
- a. I told Mr. McCone that the move which we had scheduled for early January would have to be postponed until the first week of February.
- b. The Director selected light, rather than dark, paneling in his seventh floor office, and I explained to him that it would take some eight weeks for the paneling to be in place.
- c. He approved of going ahead with the west parking lot, including the heliport; however, he certainly was not sympathetic to the heliport, and I think that he probably would not have approved but for my explanation that there was no extra cost to this over and above the cost of providing parking spaces and that the pad could, in fact, be used for additional parking if it were not used for a heliport. *H*
- d. He approved of requesting the Government Services, Inc., to run the Executive Dining Room.

~~SECRET~~

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6. J. C. King telephoned to say that [REDACTED] had asked him to contact me concerning WH [REDACTED] in the new building. Dick had heard that WH [REDACTED] was not to be moved to the new building. I assured J. C. that this was not the case and that the entire Division would be moved at the same time. I told him that we were still trying to think of some way of getting the entire Division together but that I could not guarantee that this could be done.

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8. [REDACTED] telephoned to say that Mr. [REDACTED] of the Director's Office should be entered on duty, effective 22 December, as a grade GS-15. I passed this on to Dan [REDACTED]

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25X1C4c

LKW:mam